

Dear child care provider:

In response to your request, we have reviewed the files of the construction code enforcement agency of this municipality regarding the prior uses of the property located at [STREET ADDRESS, BLOCK AND LOT.] Our records reveal the following:

[LIST PRIOR USES, WITH DATES, IF POSSIBLE. THIS SHOULD INCLUDE THE GROUP DESIGNATION(S) AND A DESCRIPTION OR IDENTIFICATION OF THE BUSINESS OR USE, IF KNOWN. FOR EXAMPLE, GROUP M – CONVENIENCE STORE. IF THE BUILDING WAS USED FOR STORAGE, STATE WHAT WAS STORED, IF KNOWN. IF NO INFORMATION IS FOUND, STATE THAT. ]

If you have any questions, please feel free to contact this office.

Sincerely,

Construction Official